



# COVID-19 NTI Guidance

## May 1, 2020

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## **GUIDANCE: May 1, 2020**

### **NTI DOCUMENTATION AND STUDENT WORK**

Remember that for audit purposes, you need to keep on file samples of student work connected with the lessons you submitted in SharePoint for documentation.

While it is not a requirement of the Kentucky Department of Education (KDE) that you keep all student work from NTI, we believe it is best practice for all teachers to retain student work using the same guidelines as regular instructional days. It is also important to remember that NTI experience is subject to open records requests.

For KDE, it is the supporting material (student work samples) for your NTI SharePoint documentation that needs to be retained.

### **OFFICE OF FINANCE AND OPERATION GUIDANCE FOR 'VARIABLE STUDENT INSTRUCTIONAL YEAR'**

According to KRS 158.070(2)(f):

*"Beginning with the 2018-2019 school year, and each year thereafter, a local school board of education that adopts a school calendar with the first student attendance day in the school term starting no earlier than the Monday closest to August 26 may use a **variable student instructional year**. Districts may set the length of individual student attendance days in a variable student instructional schedule, but no student attendance day shall contain more than seven (7) hours of instructional time unless the district submitted and received approval from the commissioner of education for an innovative alternative calendar."*

Taking advantage of the variable student instructional year:

- Allows you to continue the exception to 170 student attendance days (from SB 177) if you start school no earlier than Aug. 24, 2020 (Monday closest to Aug. 26).
- You might also consider waiting until the day after Labor Day.
- If you start on Sept. 8, you could use up to a seven-hour instructional day and complete your 1,062 hours in about 152 student attendance days.
- **You must still fulfill the 185 contract days for classified and certified employees.**

### **DEADLINE FOR 2020-2021 SCHOOL CALENDAR**

There have been questions regarding the deadline for districts to submit the 2020-2021 original calendar. The deadline is **July 31, 2020**.

For more information on the variable student instructional year or on calendar submission, email [Jessica Carlton](#) or [Ronda Devine](#).

## **GUIDANCE: April 29, 2020**

### **NTI Applications for 2020-2021**

Emergency Non-Traditional Instruction status will expire statewide on June 30, 2020 and will not extend beyond the 2019-2020 school year. This means that any district that was granted Emergency NTI District status in response to the COVID-19 State of Emergency must complete and submit the [Non-](#)

[Traditional Instructional Program Initial Application](#) to KDE **on or before June 15** in order to continue NTI participation during the 2020-2021 school year. This includes receiving local board approval. KDE is conducting technical assistance sessions May 5 and May 12 via Microsoft Teams for any district that needs assistance in completing the NTI Program initial application. Participation in one of these sessions is voluntary; Emergency NTI Districts already should have received an invitation. If your district did not receive an invitation and would like to attend one of the technical assistance sessions, email [David Cook](#).

Districts that participated in NTI prior to the COVID-19 State of Emergency already have been contacted directly by KDE staff about how to re-apply to continue participating in NTI for 2020-2021. Questions about this should be emailed to [Steven Kissinger](#).

### **TEACHERS WEBCAST**

Educators from around the state shared their experiences with non-traditional instruction (NTI) and what lessons can be learned during this unprecedented time during the inaugural [Teachers Webcast](#) on April 28. You can read about the webcast on the [Kentucky Teacher website](#).

### **GUIDANCE: April 27, 2020**

#### **APPROVAL OF NTI DAYS**

The Kentucky Department of Education's (KDE) [Non-Traditional Instruction \(NTI\) Guidance](#) document (Page 23) lays out how NTI days will be approved.

#### *NTI Day Approval*

*Upon review of the district documentation submitted to KDE, a recommendation will be made to the commissioner to grant each school district the requested non-traditional day(s). Once the commissioner approves the days, school districts will be notified and, if necessary, attendance codes in Infinite Campus should be changed for each approved NTI day. KDE attendance personnel will make the appropriate changes in official records.*

As is the case during regular NTI, documentation review will occur once all your documentation has been submitted to SharePoint. This means approval will occur after your last NTI day. Approval will be blanket for all NTI days submitted. Your approval e-mail, which will come from KDE Director of Innovation David Cook, should be sent to you soon after your documentation is submitted.

#### **STUDENTS WORKING DURING NTI DAYS**

The question has come up about students working their part-time jobs during an NTI day. Your district could allow this based upon the district process for recording student participation.

NTI is a performance-based program, not a seat time-based program. Approved NTI plans don't discuss taking attendance, only collecting participation information. You are given discretion to determine and document student participation based on your NTI plan, as well as on a student-by-student basis from individual assignments.

#### **COMPLETING YOUR 2020-2021 NTI APPLICATIONS – TECHNICAL ASSISTANCE**

The Division of Innovation will be providing two virtual technical assistance sessions regarding the completion of the initial NTI applications for the 2020-2021 school year. These sessions are voluntary

and are designed for new emergency NTI districts that wish to continue in the NTI program for the 2020-2021 school year. These sessions will not address districts that were already in the program who are in renewal status.

The same content will be provided in both sessions. The sessions will be 1 p.m. ET May 5 and 11 a.m. ET May 12. Be on the look out for Microsoft Teams meeting invites for these two sessions.

Remember, 2020-2021 initial NTI applications are due June 15.

## **GUIDANCE: April 23, 2020**

### **MORE POST-MAY 1 GUIDANCE**

We continue to receive many questions about what kinds of instructional activities you should be providing to students after May 1. While we remind you that these decisions are district ones, we do have guidance you may want to consider.

It is probably best not to push out any new assignments over the last week of NTI. For example, if your last day of NTI is May 15, stop providing new work on May 8. Use the last week for students to complete their assignments, or if they already have, give them enrichment or other projects that may not be a part of your documentation.

### **STUDENT PARTICIPATION**

Some have been asking about required student participation rates for emergency NTI days. Here is the section from Page 8 of our [Non-Traditional Instruction Program Guidance](#):

#### ***Student Participation***

*As Non-Traditional Instruction days are considered instructional days, all K-12 students are expected to participate. Districts may determine what participation is for students, whether it be accessing online course work, completing a project or paper assignment, or other method of participating in instructional activities. Districts track and report to KDE the overall district student participation rate for each NTI day. **There is no minimum percentage of student participation that is necessary for a Non-Traditional Instruction day to be approved by the Commissioner**; however, a low student participation number may result in an NTI day not being approved.*

This guidance is applicable to emergency NTI days, with the understanding you are tracking weekly student participation and entering that weekly rate in SharePoint for each day of the week.

## **GUIDANCE: April 21, 2020**

### **POST-MAY 1 INSTRUCTION**

Many of you have had questions about planning for instruction past May 1, as original instructional materials were designed to take you through that date.

Decisions about what is contained in your instructional materials are made by districts, we do not set the specific requirements. We know many of you began with review materials on March 16 and shifted to new material as you moved through the past several weeks.

Considerations for additional days past May 1:

- Focus on review of previously presented assignments for which students need additional support or provide content-based enrichment activities to those who have completed assignments.
- Continue with new instructional materials.
- Look at activities that focus on the social/emotional health of each child.

Additional resources for planning for NTI Instruction are available at:

[https://education.ky.gov/comm/Pages/Covid-19\\_Educate\\_Resources.aspx#learning](https://education.ky.gov/comm/Pages/Covid-19_Educate_Resources.aspx#learning)

For social/emotional activities: <https://education.ky.gov/curriculum/Pages/Comprehensive-School-Counseling.aspx>

## **CONNECTING STUDENTS WITH ELDERS**

The Kentucky Department for Aging and Independent Living (DAIL) is seeking a way to give residents positive messages during this time of separation, which is especially hard for seniors confined to assisted living facilities and their families. As you know, elders love children, and DAIL would love for students to use some of their NTI time to send cards and letters to residents in DAIL facilities.

A list of DAIL facilities and contact information were sent to NTI district contacts on April 22, 2020. We suggest reaching out to facilities in your area to see if you can work out a safe way to participate in this wonderful opportunity.

## **SHAREPOINT DOCUMENTATION GUIDANCE**

Reference the [Emergency NTI SharePoint Guidance](#) document which outlines tasks required of districts implementing emergency NTI days due to COVID-19 in the NTI [SharePoint](#) site.

## **GUIDANCE: April 20, 2020**

## **END OF SCHOOL EDUCATION CONTINUATION PLAN**

An Education Continuation Plan was announced today by Gov. Andy Beshear and Interim Department of Education Commissioner Kevin C. Brown. The details are as follows:

- All districts shall be closed to in-person classes and activities through the end of the 2019-2020 school year.
- All districts shall continue using non-traditional instruction (NTI) to deliver instruction for the remainder of the school year.
- Unless there are extraordinary circumstances, logistical hardships or intervening public health concerns (explained below), all districts are required to achieve 1,062 hours of instruction for the 2019-2020 school year. Districts may go beyond 1,062 hours if they wish to continue NTI to their previously determined closing day.
- The commissioner will grant all districts the ability to count every NTI day utilized during the 2019-2020 school year as a seven-hour day in the calculation to reach 1,062 hours of instruction. Some districts already are permitted to count a seven-hour day because their normal instructional day is seven hours. Because NTI relies not upon seat time but upon project and competency-based learning, a seven-hour equivalent day will be recognized by KDE for all NTI days for the 2019-2020 school year. Use of a seven-hour day equivalent for NTI will result in all districts achieving 1,062 hours of instruction on or before May 29, 2020, with most districts likely to finish in mid-May.

- The calculation of a district’s total instructional time on non-NTI days remains as it was. You cannot use the NTI instructional time of seven hours on regular student attendance days unless that was already your instructional time on those days.

## **EXCEPTIONS**

If a school or district encounters extraordinary circumstances, logistical hardships or if in the determination of the governor public health reasons require a district to discontinue using NTI and a failure to reach 1,062 hours will result, the following options will be utilized:

### ***Option 1***

- SB 177 provides that districts should be “maximizing instructional time” prior to seeking relief from the commissioner for waiver of the requirement of 1,062 instructional hours. If a district is “unable to under its current school calendar, the district shall request assistance from the commissioner of education by May 1, 2020, to determine a plan for maximizing instructional time to complete 1,062 instructional hours by June 12, 2020. If the district presents compelling rationale that adding instructional time to the day would create logistical hardships, the commissioner shall not require adding time to the day as part of the district’s plan. If, after providing planning assistance to the school district, the commissioner of education determines the school district has maximized instructional time but cannot complete 1,062 hours by June 12, 2020, the commissioner shall waive the remaining instructional hours required.”

### ***Option 2***

- If the governor determines there are extraordinary circumstances, logistical reasons or public health reasons that some or all Kentucky school districts should cease NTI prior to reaching 1,062 hours, the governor’s executive authority under the State of Emergency may be utilized to waive the 1,062 hour requirement for the 2019-2020 school year, notwithstanding the requirements of SB 177.

## **DEADLINE FOR SHAREPOINT DOCUMENTATION SUBMISSION**

Your “Emergency NTI Assurance and Evidence” Excel spreadsheet must be completed in SharePoint by 5 p.m. ET ONE WEEK from the last day of NTI. For example:

<b>Last Day of NTI</b>	<b>Deadline for SharePoint Submission</b>
May 1, 2020	May 8, 2020
May 8, 2020	May 15, 2020
May 15, 2020	May 22, 2020

## **SHAREPOINT AND THE NUMBER OF NTI DAYS**

Please be advised that the SharePoint site is set up for you to record up to 40 NTI days. If your district needs more than 40 NTI days to get to 1,062 hours, email [Windy Newton](#).

## **GUIDANCE – 04.16.2020**

## **DEADLINE FOR SUBMITTING NTI APPLICATIONS FOR 2020-2021 EXTENDED**

Please remember, the Kentucky Board of Education (KBE) temporarily waived the deadline for districts to submit applications per 701 KAR 5:150, Sections 2(3) and 3(4) for the Non-Traditional Instruction Program for the 2020-2021 school year until **June 15, 2020**. This waiver is only for the upcoming



school year. Any district that received approval for NTI under the COVID-19 Emergency waiver that wishes to apply for NTI for 2020-2021 must fill out the [NEW NTI application](#).

### **LOCAL DECISIONS DURING NTI**

This is also a good time to remind all of us that almost all the decisions about NTI are district decisions based on your approved NTI application. KDE only makes decisions related to requirements of state law and administrative regulation and the monitoring of your approved plan. You control the implementation of your approved NTI plan. We also know that the [COVID-19 Learning Resources](#) that were shared last week provided great information on these district decisions as you navigate these challenging days. It is also important to read back through our Emergency NTI Guidance Document (see link below) to remind yourself of our previous guidance. Here are some tips based on our best practices for NTI:

- Focus more on feedback to students and not simply on grades
- Social/Emotional Learning is key. Individual Check-ins “Are you ok?”
- Minimize “synchronous” on-line meetings. In other words, don’t make all your digital interactions with students group interactions and don’t require them to occur at a specific time.
- 1v1 conversations with students as much as possible
- Modify the program when you recognize something isn’t working
- Ensure students can complete tasks digitally or non-digitally. Even if you gave them a paper packet, they should be able to take pictures or scan the completed assignments and email them.
- One size does not fit all
- Simplify instructions for assignments
- Offer grace. Assume EVERYONE, students, teachers, parents and you have best intentions.

### **GUIDANCE – 04.09.2020**

#### **PD DAYS DURING THE EMERGENCY NTI CLOSURE**

Districts have inquired about taking a day or possibly a day each week for a “NTI Break” and to allow teachers and other staff to prepare new lessons, conduct virtual PLC’s or other planning activities.

Districts can certainly do this but it’s important to remember the following:

- This could count as a PD day (and thus a contract day for teachers) but NOT an NTI day. The district should document the activities teachers participate in in order to count it as a teacher contract day.
- You would not report this day in your SharePoint submissions for participation or total NTI days.
- These days would NOT count toward your 1,062 instructional hours. It could count towards teacher contract days.

#### **DEADLINE FOR SUBMITTING NTI APPLICATIONS FOR 2020-2021 EXTENDED**

Today, April 9, 2020, the Kentucky Board of Education (KBE) temporarily waived the deadline for districts to submit applications per 701 KAR 5:150, Sections 2(3) and 3(4) for the Non-Traditional Instruction Program for the 2020-2021 school year until June 15, 2020. This waiver is only for the upcoming school year. Any district that received approval for NTI under the COVID-19 Emergency waiver that wishes to apply for NTI for 2020-2021 must fill out the [NEW NTI Application](#).



## NEW COVID-19 EDUCATION LAUNCH PAGE IS LIVE

A new, more streamlined COVID-19 Launch Page [“Educate, Feed, and Support”](#) is now live. It is easier to navigate and more user friendly.

## GUIDANCE – 04.08.2020

### IC OPTIONAL FEATURE AN SHAREPOINT

The optional new feature in the IC Gradebook is not a substitute for entering the required district student and teacher participation rate into SharePoint. Here is a comparison of the two:

IC PARTICIPATION FEATURE IN GRADEBOOK	NTI SHAREPOINT SITE
<ul style="list-style-type: none"><li>• Optional</li><li>• Provides a way for individual teachers to enter participation information in their gradebook</li><li>• Districts can collect school participation rates through reports and use those numbers to populate SharePoint</li></ul>	<ul style="list-style-type: none"><li>• Required site to enter District level student and teacher participation rates</li><li>• SharePoint is not for entering individual teacher, student or school participation data.</li></ul>

## NEW COVID-19 EDUCATION LAUNCH PAGE IS LIVE

A new, more streamlined COVID-19 Launch Page [“Educate, Feed, and Support”](#) is now live. It is easier to navigate and more user friendly.

## GUIDANCE – 04.07.2020

### INSTRUCTIONAL AND GRADING GUIDANCE

The following non-traditional instruction (NTI) program guidance includes information and essential questions that can guide thinking as districts leaders, administrators and teachers address the issues of the Senior Class of 2020, assigning and reporting of grades, instruction, professional learning and mental health and wellness.

[Considerations for the Senior Class of 2020](#)

[Considerations for the Assigning and Reporting of Grades](#)

[Considerations for Instruction](#)

[Considerations for Professional Learning](#)

[Considerations for Mental Health and Wellness](#)

### IC OPTIONAL PARTICIPATION FEATURE AND SHAREPOINT

The new **optional** participation feature in IC is NOT a substitute for the data you must enter in SharePoint. It can, however, be used to enter participation information in IC and then a report can be run in IC showing overall participation that can be used to populate SharePoint. The IC feature is very good to track individual student participation and could be a substitute for other ways you have been collecting student participation (i.e. Google Forms). PLEASE REMEMBER, the IC feature is **optional**.

Using this optional new functionality for tracking student participation during NTI is a function of the teacher’s gradebook. This process will not update the student attendance tables in Kentucky school districts.

## GUIDANCE – 04.06.2020

### IC OPTIONAL PARTICIPATION FEATURE

This new functionality was applied to all district databases over the weekend of March 28-29; but will need to be enabled in districts that choose to use it by a system administrator.

KDE is supportive of districts that want to use this optional new functionality for tracking student participation in non-traditional instruction (NTI) as a daily assignment in the teacher's gradebook. This process will not update the student attendance tables in Kentucky school districts.

**Districts that plan to utilize the Campus solution for tracking student participation for emergency NTI days will need to make sure the calendar days are marked for attendance.** Previous KDE guidance for marking NTI days in the calendar included checking School Day and Instruction but leaving Attendance unchecked. However, the script that runs each night to create the COVID-19 attendance assignment for the next day looks for the Attendance checkbox on the Day Detail in the calendar to know whether an assignment should be created for that day.

The image shows two screenshots of the Infinite Campus software interface. The top screenshot is the 'Day Detail' form for date 03/31/2020 and Day # 146. It has fields for 'School Day' (checked), 'Instruction' (checked), and 'Attendance' (checked, highlighted with a yellow box). Below these are 'Start Time', 'End Time', and 'Duration' (0). A note states 'The duration field will be calculated automatically'. There is also a 'Comments' text area. The bottom screenshot is the 'Day Events' form, showing a table with columns 'Type', 'Duration', and 'Inst. Minutes'. A row is added with 'N: Non-traditional Instruction'. An 'Add DayEvent' button is at the bottom.

Districts that have updated future calendar days to an emergency NTI day will need to go into the calendar and put the check on Attendance for the days your district plans to use this new functionality. **This should only be done for emergency NTI days occurring after the tracking tool is enabled through the task scheduler by the system administrator in your district.** Districts that have not updated future calendar days to emergency NTI days can wait to do so after the script creates the assignment.

To prevent teachers from marking daily attendance rather than marking participation for the assignment in the gradebook, districts may want to go into the calendar the morning after each nightly script runs and uncheck the *Attendance* checkbox for that day.

More information can be found on the [Infinite Campus website](#).

### CIVICS TEST AND EARLY GRADUATION WAIVERS

KRS 158.141 Civics Test Requirement – Waived for 2019-2020 School Year Interim Commissioner of Education, Kevin C. Brown, issued a waiver on April 3, 2020, in response to the COVID-19 emergency. Pursuant to the authority granted in EO 2020-243 and with the approval of Lt. Gov. Jacqueline Coleman, Secretary of the Education and Workforce Development Cabinet, the [waiver](#) suspends KRS

158.141, which requires students to pass a 100question civics test to graduate from a Kentucky public high school, for the 2019-2020 school year.

## **GUIDANCE - 04.03.2020**

### **COLLECTING PACKETS**

Several districts have asked about safety protocols if you are collecting packets at drop off locations or at the schools.



If you are collecting student work in the above fashion or through other methods (e.g. neighborhood pick-ups with buses), please be sure you have communicated with your local health department and are following their guidelines for sanitizing the collection containers and the collected documents/materials. It is imperative that you continue to get this guidance directly from your local health department, which is in the best position to help you maximize safety during this State of Emergency.

### **ENTERING DATA IN SHAREPOINT**

Districts complete the *Emergency NTI District Assurance and Evidence* within the [NTI SharePoint site](#) after using Non-Traditional Instruction days. During the COVID-19 Emergency, the documentation is only required to be submitted at the conclusion of the COVID-19 closure (although districts may input their daily evidence of work information on a more frequent basis). During the COVID Emergency, NTI Documentation will take the form of an Excel Spreadsheet, which can be found in each district's 2019-2020 Documentation folder on the [NTI SharePoint site](#).

Your *Emergency NTI District Assurance and Evidence* Excel spreadsheet must be uploaded in SharePoint by the 5:00 PM ET ONE WEEK from the last day of NTI.

**EXAMPLE:** If May 1 is the last NTI day, your documentation must be uploaded by 5:00 PM ET on May 8, 2020.

Unlike regular NTI days, we are asking that you keep **ON FILE** the lessons you included in your documentation spreadsheet **AND** at least one sample of a piece of student work for that specific assignment. **Only ONE for each day on your spreadsheet. The lesson plan and student work is**

**NOT submitted to SharePoint** and, instead, should be kept on file at the district level for audit purposes.

### **STUDENTS CONGREGATING**

There are reports statewide about students, particularly high school students, congregating during the emergency. As the Governor would say: “You can’t do that.” We recommend that, if you have a Superintendent student advisory group in your district, you reach out to them and ask them to refrain and encourage peers to refrain from congregating until the emergency is over. This is another important step to take in further limiting the spread of COVID-19.

### **GUIDANCE - 04.02.2020**

#### **NTI AND SPECIAL EDUCATION**

Following the March 31<sup>st</sup> Superintendent / Director of Special Education Webcast, we have received requests for clarification around documentation of Individual Education Program (IEP) implementation. Specifically, we have been asked if it is necessary to document IEP service minutes provided and missed (as was stated during the webcast) if the capturing of these minutes was not included in the KDE-approved Non-Traditional Instruction (NTI) plan.

Districts should document all IEP service minutes provided *and* missed regardless of whether doing so is captured in the NTI plan. This will be critical information in the future when determining the amount of compensatory education that may be necessary. Without this documentation, it will be very difficult to demonstrate how students were provided a free, appropriate public education (FAPE) during this unprecedented time. Keep in mind this information/documentation is for FAPE purposes and is separate from your NTI documentation submitted in SharePoint.

While the NTI plan contains the expectations and roadmap for moving forward, it is critical to continue to adhere to the requirements of the Individuals with Disabilities Education Act (IDEA) and its implementing regulations.

If you have questions regarding Special Ed reporting requirements during the COVID-19 closure, please contact Gretta Hylton, Associate Commissioner, Office of Special Education and Early Learning ([gretta.hylton@education.ky.gov](mailto:gretta.hylton@education.ky.gov)).

#### **“KET LEARN AT HOME”**

KET and PBS have created a wealth of resources for both families with digital access and those without. If you haven’t checked it out, now is the time: <https://www.ket.org/learnathome/>.

### **GUIDANCE - 04.01.2020**

#### **SENATE BILL 177 AND 1062 INSTRUCTIONAL HOURS**

It is the Kentucky Department of Education’s interpretation that SB177’s language around the extension of the school day or the addition of Saturdays is intended to allow extensions that may occur when schools reopen to in-person classes and emergency closures end, in an effort to reach 1,062 instructional hours for the school year. SB177 was not intended to provide extensions to NTI days.

NTI days count toward instructional days/hours as if the district conducted in-person classes under its traditional school calendar. In keeping with previously released guidance, and our standard practice related to calculating instructional time on NTI days, districts will be able substitute instructional minutes for NTI days as they work toward 1,062 instructional hours.

During approved NTI days, each district will be able to use the instructional minute calculation that is already in place by the KDE Office of Finance and Operations. The district's instructional time will be calculated using the instructional minutes from the school with the LOWEST number of minutes prior to the COVID-19 closure. For example, your district has four schools with the following instructional minutes 398, 391, 387, 375 prior to the COVID closure. Your district minutes per NTI day would be 375.

SB177 indicates an intent to provide each student with 1,062 instructional hours on or before June 12, 2020 utilizing the district's best efforts to reach this goal, including extended days and Saturday instruction through June 12, 2020 in the event in-person classes can resume prior to this time. In the event districts are unable to reach 1,062 instructional hours by June 12, 2020 despite their best efforts, the Commissioner has the flexibility to waive instructional hour requirements. Districts are not permitted to increase the number of instructional hours after the COVID closure for the purpose of counting additional hours during emergency NTI days.

Keep in mind that May 1 is a placeholder date to give us a goal to complete NTI days. SB177 does not contemplate May 1 as the final day of the 2019-20 school year. It sets June 12<sup>th</sup> as the ending date for school and the date by which a district should reach 1062 instructional hours.

### **BEST PRACTICES FOR EMERGENCY NTI**

KDE has created the [Best Practices for Emergency NTI](#) document that address several aspects of NTI.

### **GUIDANCE - 04.01.2020**

#### **APPROVED PLANS**

As a reminder, while we have greatly streamlined the documentation process for NTI days used during this State of Emergency, your district is operating under an approved "Temporary Emergency Non-Traditional Instruction" plan, which still follows most of the requirements of the NTI administrative regulation [701 KAR 5:150](#), as well as all of the mandates in statute, [KRS 158.070](#), including the implementation of a "continuation of learning" on NTI days. In addition, as a reminder:

- 1) All your plans include digital and paper options for delivering. Because of that, the district CANNOT require a digital connection point for students. The district should not penalize a student for lacking the ability to participate digitally. Please note, though, lacking the ability to participate is very different from having the ability to participate but refusing to do so; and
- 2) NTI is a performance-based program, not a seat time-based program. No one's plans discussed taking attendance, only collecting participation information.

### **GUIDANCE - 03.30.2020**

#### **HOME AND HOSPITAL**

Districts may fulfill home and hospital face-to-face requirement remotely using available technology or phone. Verbal contact with the student is the goal, which means email does not satisfy the face-to-face

requirement. An in-home visit is not prohibited, but appropriate social distancing must always be practiced. If materials need to be hand delivered to the student, staff should make appropriate drop-off arrangements with the parent/guardian. The district still needs to log the "visit," even if conducted remotely, per their specific policy and procedures. If you have questions regarding a special education student on home hospital, please reach out to the Office of Special Education and Early Learning (OSEEL) to determine how to properly provide services for students with IEP's.

## **GUIDANCE - 03.29.2020**

### **RECORDING OF MARCH 24<sup>th</sup> CALL**

On March 24<sup>th</sup>, the KDE NTI team conducted a call with all NTI district contacts to discuss the emergency NTI day planning. The recorded session is available on YouTube at [https://www.youtube.com/watch?v=U\\_8GErD7\\_As](https://www.youtube.com/watch?v=U_8GErD7_As).

### **TEACHER LEAVE**

Emergency Non-Traditional Instruction days are considered teacher workdays and count towards fulfilling the number of workdays required by contract. As such, teachers are required to work on NTI days. Teachers using sick AND personal leave as participating in the Teacher Participation Rate calculation. With regards to FMLA/Maternity Leave, only count the teacher who is providing the instruction during NTI (either the sub or the regular teacher) in the Teacher Participation Rate calculation.

### **STUDENT PARTICIPATION**

Emergency Non-Traditional Instruction days are considered instructional days, so all K-12 students are expected to participate. Districts may determine what participation is for students, whether it be accessing online course work, completing a project or paper assignment, or other method of participating in instructional activities. Districts track and report to KDE the overall district student participation rate for by WEEK (i.e. Week 1-Days 1-5).

It is our recommendation that each teacher have at least one interaction with each student each week. For students without internet access, we suggest a phone call in which the teacher can ascertain how the student is progressing on lessons and provide any help needed. For students with access who are using digital platforms (i.e. learning management systems) the interaction can be more group oriented. An example would be the teacher putting out a prompt for all students and collecting a response. The idea is that you connect with all your students at least once during the week, in whatever way necessary.

***REMEMBER: For students with digital access using a platform (i.e. Google Classroom, Canvas, Edgenuity, Schoology, or any other platform) work submitted to that platform IS your interaction. It could be the same for all your students who have the platform. If a high school teacher has 150 kids and 130 have the digital platform, that is your interaction for those 130 students. In other words, the teacher may only be making one-on-one contact with the 20 kids without access during a week. Districts should use good judgement in determining high school student participation (i.e. a high school student with 5 out of 7 teachers connecting is probably participating). It is the students without digital access where you need to record specific comments.***



## DAILY VS. WEEKLY PARTICIPATION IN SHAREPOINT

In an effort to get SharePoint access to you faster, we didn't change the field that asks for DAILY participation. During the COVID-19 Emergency, calculate your WEEKLY Student Participation Rate and then use that rate to populate the rate for all five days in that week.

### Example:

District's Week 1 Student Participation Rate is 92%. In SharePoint, enter 92% for Day 1, Day 2, Day 3, Day 4 and Day 5 that week.

The student and teacher participation rate should be entered into the form on the [NTI SharePoint site](#).

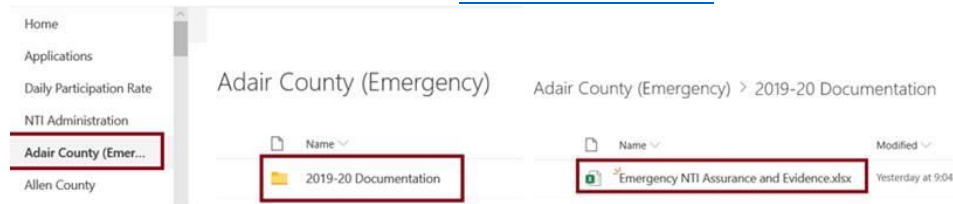
### Links

- [Daily Participation Rate - New Submission](#)
- [KDE's Non-Traditional Instruction website](#)

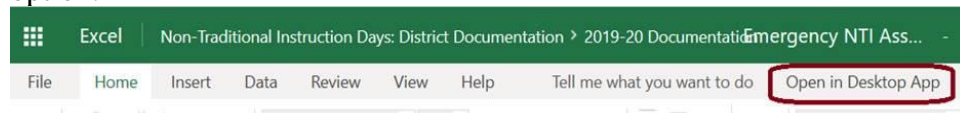
## GUIDANCE – 03.25.2020

### DOCUMENTATION SUBMITTED to KDE

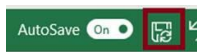
Districts complete the Emergency NTI District Assurance and Evidence within the [NTI SharePoint site](#) after using Non-Traditional Instruction days. During the COVID-19 Emergency the documentation is only required to be submitted at the conclusion of the COVID-19 closure (although districts may input their daily evidence of work information on a more frequent basis). During the COVID Emergency, NTI Documentation will take the form of an Excel Spreadsheet, which can be found in each district's 2019-2020 Documentation folder on the [NTI SharePoint site](#).



The spreadsheet will open in the web application, user will need to select the **Open in Desktop App** option.



This will open the spreadsheet from SharePoint to Excel. After completing the information for the day, week or at conclusion of the NTI duration, the document will need to be saved directly back to the SharePoint site by simply clicking *Save* in Excel.



### *Worksheet 1 District Assurance Sheet – Completed at the END of the Emergency Closure*





**Emergency Non-Traditional Instruction (NTI)  
District Assurance**

**This form will only be used for Emergency Non-Traditional Instruction documentation and evidence  
during the COVID-19 crisis**

The Non-Traditional Instruction Program (NTI) is a program that encourages the continuation of academic instruction on days when school would otherwise be cancelled. School districts create plans to deliver instruction to every student in the district and provide for student and teacher interaction on NTI days, with the ultimate goal of continuing instruction. This form should be completed by the district Non-Traditional Instruction (NTI) point of contact and verified by the Superintendent. The form should then be saved to the district folder on the Non-Traditional Instruction SharePoint site. *This form will only be used during the emergency NTI days granted in response to the COVID-19 crisis.*

[Non-Traditional Instruction \(NTI\) SharePoint Site](#)

District Name:

Assurance 1: All schools have verified contact with students weekly throughout the NTI duration?

☐ Yes ☐ No

If no, please explain:

Assurance 2: Instruction in all content areas were provided to students throughout the NTI duration?

☐ Yes ☐ No

If no, please explain:

Assurance 3: All grade levels were provided instruction throughout the NTI duration?

☐ Yes ☐ No

Assurance 4: All student groups were provided instruction throughout the NTI duration?

☐ Yes ☐ No

If no, please explain:

As superintendent of the above named school district I certify that all assurances have been met by all schools in the district and that evidence of NTI has been collected and verified and is available in the district offices for review.

District Superintendent  
Signature

Date:

**Worksheet 2 Evidence Documentation – may be completed daily, weekly or at the end of the Emergency Closure**

District Assurance Sheet	<b>Evidence Documentation</b>
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Enter a level, grade and subject area in which evidence has been reviewed for each day of the Non-Traditional Instruction Day. At the end of the allotted NTI days, each level and subject area should be represented. The form will be saved to the district folder on the SharePoint site.

[Non-Traditional Instruction \(NTI\) SharePoint Site](#)

	Level	Grade	Subject Area
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
Day 13			
Day 14			
Day 15			
Day 16			
Day 17			
Day 18			
Day 19			
Day 20			

## STUDENT WORK

We are asking that for each day during the COVID-19 Emergency that whatever the lesson plan is that you have populated the spreadsheet with, you have at least one (1) corresponding example of student work for that specified assignment. That might include, but is not limited to, a scanned copy, a photo of the work taken on a smart phone, or digital evidence.

## AUDITS OF SPREADSHEET

KDE reserves the right to audit the evidence given in the spreadsheet to see the work behind the information. Audits would not be conducted until after the COVID-19 Emergency has been deemed to be over and would only include the information found in your district's spreadsheet.

## CONTACTS

### NTI

David Cook ([david.cook@education.ky.gov](mailto:david.cook@education.ky.gov))  
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